

## How to Use the OFF38: Office, School and Library Furniture, Accessories & Services Statewide Contract

Contract #: OFF38	Contract Duration: 04/15/2015 to 04/14/2018
MMARS #: OFF38*	Options to renew: Two 3-year options
Contract Manager: Anthony P. Delaney, (617) 720-3118, <a href="mailto:Anthony.Delaney@state.ma.us">Anthony.Delaney@state.ma.us</a>	
This contract contains: Small Business Purchasing Program (SBPP), Supplier Diversity Office (SDO) Contractors, Environmentally Preferable Products (EPP)	

### Contract Summary

This contract covers a wide range of furniture and accessories, with each vendor providing items in one or more of the following categories:

**Category 1 – Systems Furniture (Workstations/Cubicles)**

**Category 2 – Seating**

**Category 3 – Office Furniture**

**Category 4 – High Density Shelving:**

**Category 5 – Demountable/Movable Walls**

**Category 6 – School Furniture**

**Category 7 – Library Furniture**

**Category 8 – Specialty Furniture and Accessories:**

- Sub-Category 8A – Accessories
- Sub-Category 8F – Specialty Furniture

**Category 9 – Furniture Services**

### Benefits and Cost Savings

- Wide variety of product choice and purchase flexibility, with vendors awarded in main categories (as opposed to the sub-category system of OFF20). Vendors have the ability to provide products for the full category and from multiple manufacturers, resulting in a greatly expanded manufacturer list.
- Competitive pricing: discounts as published will remain in effect for the full term of the contract; list pricing may change up to two times per year after the first 12 months. Pricing is ceiling pricing, and allows the user to negotiate stronger discounts based on the project scope, with no further approval from OSD required. Eligible entities are encouraged to obtain competitive quotes from multiple awarded contractors.
- Good/Better/Best product line distinctions, for easier, quicker comparisons.
- Free Quick Ship options for product lines as indicated, shipment within 10 days of order at no additional charge.
- Rental options as indicated by vendor and by category.
- ADA-compliant options as indicated by vendor, by category, and by product line.
- Updated flammability code to new standards that require less use of harmful chemical flame retardants. Users are encouraged to request furniture manufactured to the new standard, unless

specifically mandated otherwise (*i.e.* purchasers in Boston, as of the publication of this Contract User Guide).

- Mandatory services offered by each contractor, by category; services that are subcontracted will be labeled as such on the Price Sheets.
- Availability of remanufactured furniture (and additional discounts), and the assurance that remanufactured furniture performs to the same standards as new furniture.
- Additional category for Furniture Accessories (Cat. 8A).
- Additional discounts:
  - Dock delivery discount
  - Prompt payment discount for payments within faster terms
  - Published discounts on repair parts, by product line

## Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

### Eligible Entities:

1. Cities, towns, districts, counties and other political subdivisions;
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies;
4. Local public libraries, public school districts and charter schools;
5. Public hospitals owned by the Commonwealth;
6. Public institutions of higher education;
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent;
10. Other entities when designated in writing by the State Purchasing Agent.

## Pricing and Purchase Options

**Purchase Options:** Purchases made through this contract will be direct, outright purchases. Rental options (limited to 6 months) are also available from select vendors; see vendor Pricing Sheets.

**Pricing and buying details:** Review the categories to determine which awarded vendor(s) is authorized to quote and sell products within your specific category; awarded vendors may not have authorization to quote or sell in all categories.

The cost for installation, disassembly, or re-installation services **must** be quoted and billed as a separate line item in compliance with the applicable hourly labor rates and cannot be included in the cost of the product.

**Delivery:** Awarded vendors must make delivery and have product available for delivery statewide. Delivery must be F.O.B. destination prepaid freight with no delivery expense paid by the eligible entity. F.O.B. destination for seating and metal office furniture shall mean delivery or product inside, on-floor, assembled and ready to use at no additional cost to the eligible entity. For every other product, F.O.B. destination shall mean inside and on-floor at no additional cost to the eligible entity.

**Prevailing and Union Wages:** All or part of the services available under this contract may require the payment of prevailing wages. Prevailing wage may apply to services purchased under this contract, such as installation that requires alteration of the building structure, furniture that affixes to the building, or movement of existing furniture during disassembly and reconfiguration.

The eligible entity must request a prevailing wage schedule at the time of the engagement of the contractor for specific services from the Department of Labor Standards (DLS) at [www.mass.gov/dols](http://www.mass.gov/dols). It is the responsibility of the Eligible Entity in conjunction with the awarded Bidder to determine if any portion of the

installation will be charged as a union rate installation. If an installation requires "union labor rates" then it is the responsibility of the awarded bidder to provide the Eligible Entity with the current "union labor rates" from the appropriate union.

## Additional Information

**Furniture Services:** Awarded vendors must provide sales and services to an eligible entity. Users should reference the Category 9 tab of the Price Sheet for each vendor to determine which services are offered. Mandatory services differ by category. There are no service-only vendors on contract; all vendors awarded for product categories are also able to offer services as listed on their Price Sheets.

**Billing/Invoicing:** Invoices must clearly identify both prompt payment and dock delivery discounts. No transportation, fuel, energy, insurance or any other surcharges or added fees will be accepted.

## Products Excluded from OFF38

The purchase of the following products or services are not available on this contract, but may be made through the statewide contract indicated below:

- Office supplies and standard desk accessories such as desk blotters, calendars, staplers, tape dispensers and the like are available through OFF36: Office Supplies and should not be purchased through the Furniture Accessories category on this contract. Exceptions are white boards and bulletin boards that fit any of the following requirements:
  - Sized 4' x 6' and over.
  - Requiring professional installation.
  - Priced at \$500 and over.
- Smart boards are not included in this contract under any circumstance. Smart boards and other electronically-enabled products are available through OFF30 & OFF30A: Audio, Video, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies, Accessories and Related Services.
- Healthcare furniture is available through HSP38: Healthcare Equipment, Furniture, Furnishings and Related Services.
- Outdoor furniture is available through FAC79: Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products.
- Moving services are available through FAC78: Moving Services and State Surplus Disposal Services.

## Vendor List and Contract Information

Company Name	Contact	Categories	Phone	Email
Affordable Interior Systems	Bryan Poist	1, 3, 8A, 9	(978) 562-7500	<a href="mailto:bpoist@ais-inc.com">bpoist@ais-inc.com</a>
Business Interiors by Staples	Rolf P Madsen	1, 2, 3, 4, 6, 7, 8A, 8A, 9	(781) 832-3270	<a href="mailto:rolf.madsen@staples.com">rolf.madsen@staples.com</a>
Central Ceilings	Christopher Connelly	5, 9	(508) 238-6985	<a href="mailto:cconnelly@centralceilings.com">cconnelly@centralceilings.com</a>
Creative Office Pavilion	Alexander Pouch	1, 2, 3, 5, 6, 7, 8F, 9	(617) 956-4148	<a href="mailto:apouch@cop-inc.com">apouch@cop-inc.com</a>
Donnegan Systems	Mike Melanson	4, 7, 9	(508) 393-5700	<a href="mailto:mmelanson@donnegan.com">mmelanson@donnegan.com</a>
Environments at Work	Steve Carr	1, 2, 9	(617) 830-5343	<a href="mailto:SteveC@environmentsatwork.com">SteveC@environmentsatwork.com</a>
Humanscale	Katie Miglin	8F, 9	(732) 537-2944	<a href="mailto:kmiglin@humanscale.com">kmiglin@humanscale.com</a>
Interior Resources	Larry Cain	6, 9	(631) 256-6577	<a href="mailto:larryc@interiorresourcesusa.com">larryc@interiorresourcesusa.com</a>

ISE	Donna Bobalek	8A, 9	(703) 319-0390	<a href="mailto:dbobalek@ise-group.com">dbobalek@ise-group.com</a>
Kimball Office	Tonja L. Blackgrove	3, 8A, 9	(800) 482-1616 x8573	<a href="mailto:kogov@kimball.com">kogov@kimball.com</a>
Krueger International	Mike Hogan	2, 5, 6, 8F, 9	(800) 454-9796	<a href="mailto:mike.hogan@ki.com">mike.hogan@ki.com</a>
MassCor		1, 2, 3, 4, 5, 6, 7, 8F, 8A, 9		
New England Office Supply	Patricia Vacca	1, 2, 3, 4, 6, 8A, 9	(781) 794-8800	<a href="mailto:PatV@neosusa.com">PatV@neosusa.com</a>
Office Resources	John McCarthy	1, 2, 3, 4, 5, 6, 7, 8F, 8A, 9	(617) 896-3242	<a href="mailto:johnmccarthy@ori.com">johnmccarthy@ori.com</a>
Palmieri	Frank Palmieri	7, 9	(800) 413-4440 x23	<a href="mailto:fpalmieri@palmierifurniture.com">fpalmieri@palmierifurniture.com</a>
Peabody Office	Mark O'Rourke	2, 3, 8A, 9	(617) 531-7222	<a href="mailto:mark.orourke@peabodyoffice.com">mark.orourke@peabodyoffice.com</a>
Red Thread Spaces	Wayne Orio	1, 2, 6, 7, 8A, 9	(617) 439-4900	<a href="mailto:worio@red-thread.com">worio@red-thread.com</a>
National Office Systems New England dba Systematics	Tom Schaefer	4, 7, 9	(508) 599-3512	<a href="mailto:tschaefer@systematics.biz">tschaefer@systematics.biz</a>
Teknion	Angie Hoffman	6, 8A, 9	(856) 552-5618	<a href="mailto:angie.hoffman@teknion.com">angie.hoffman@teknion.com</a>
Virco	Susan Cosma	2, 3, 6, 9	(800) 448-4726 x1523	<a href="mailto:susancosma@virco.com">susancosma@virco.com</a>
W.B. Mason	Stephen M. Bliss	1, 2, 3, 5, 6, 7, 8F, 9	(508) 436-1271	<a href="mailto:Steve.Bliss@wbmason.com">Steve.Bliss@wbmason.com</a>
Workplace Resource	Claudia Russo	3, 7, 8A, 9	(508) 770-1900 x23	<a href="mailto:crusso@wprltd.com">crusso@wprltd.com</a>
York Street Industries		1, 2, 3, 4, 5, 6, 7, 8F, 8A, 9		

## Strategic Sourcing Services Team Members

Name	Department
Randal Cabral	Department of Public Health
Dana Cerrito	Operational Services Division
Anthony P. Delaney	Operational Services Division
John C. Ferrara	Division of Capital Asset Management and Maintenance
Karen Glass	Department of Developmental Services
Ryan Harrington	Trial Court
Barry Necktow	Town of Canton School Department
Jackie Rabidou	Division of Capital Asset Management and Maintenance

## Where to Find Contract Information on COMMBUYS

To obtain in depth contract information please go to the COMMBUYS website ([www.COMMBUYS.com](http://www.COMMBUYS.com)), click on Advanced Search (magnifying glass icon), search for Contracts/Blankets, and type OFF38 into the Brief Description field. Then click "Find It." In the search results, click on the Master Blanket Purchase Order (MBPO PO-15-1080-OSD01-OSD10-00000004029) to access:

- **Contract User Guide** – the latest version of this document

- **Request for Response (RFR)** – the original bid document containing complete service specifications

Click on an individual vendor's MBPO to access:

- **Vendor Price Sheet** – price sheets list product lines, discounts, repair part discounts, warranties, catalog links for product reference, and vendor-indicated options for:
  - Quick Ship furniture
  - ADA-compliant furniture
  - Rental furniture
  - Remanufactured furniture
  - Furniture service options and pricing (including prevailing wage and union wage markups)

## How to use this contract in COMMBUYS

This contract has been set up in COMMBUYS to give buyers maximum flexibility in how they choose to place their orders. Each vendor has been assigned a unique Master Blanket Purchase Order (MBPO). Vendor product and price discount sheets are located in the attachments tab on each MBPO.

Each vendor has, at minimum, a catalog line for each contract category awarded. These will be zero-dollar line items, for which you must enter the total price, calculated from list pricing minus the discount as stated on the Price Sheet. If using these lines, you must attach a purchase order detailing the items and pricing. In addition, some vendors will have comprehensive line item catalogs (to be added and updated throughout the term of the contract). Those specific product line items will have associated contract pricing, with the discount already built in.

Other vendors will have punchout catalogs (to be added throughout the term of the contract). Punchout catalogs are accessed only via COMMBUYS, and are linked directly to a site maintained by the vendor, with products and pricing specific to the OFF38 contract. Buyers may populate their shopping cart on the vendor's punchout site, and those products will be pulled back into the COMMBUYS system for order placement.

To order custom projects via punchout, vendors will have a custom quote feature which will allow you to request and receive pricing through their punchout.

**How to place an order:** Once a product and price is determined, the ordering process is as follows:

1. Initiate a new requisition
2. Search for an item (ex. "chair") or item category (ex. "seating" or "furniture") in the Item Description field in the Advanced Search box on the Items tab. Enter "OFF38" in the Contract Description field
3. Select the vendor you will be placing an order with
4. Select the appropriate catalog line
5. If using a zero-dollar line (such as a general category line), enter the total price with discount factored in (reference Price Sheet on vendor MBPO Attachments tab for discounts). Otherwise you may choose specific product line items with associated contract pricing.
6. Attach the vendor quote and/or a detailed order summary
7. Submit for approval

Some OFF38 contractors will offer punchout catalogs, which can be accessed by clicking the cart icon in the upper right of the screen after login. Punchout orders will automatically apply the discount stated on the price sheet. Please note that punchout catalogs will not be immediately available at the start of this contract, but will be added throughout the term of the contract.